



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

RESEARCH PROGRAM SPECIALIST I

\$4833 - \$5874

**SPECIAL COUNSEL'S OFFICE
SACRAMENTO**

RESPONSIBILITIES:

Under the direction of the Deputy Commissioner & Special Counsel, the incumbent is responsible for independently researching, calculating and producing Economic Impact Analyses for Department rulemaking projections (regulations). The incumbent independently conducts complex studies and research on special projects and Commissioner initiatives and advises departmental staff on findings related to the assigned area of research.

DESIRABLE QUALIFICATIONS:

- Strong background and relevant experience in conducting complex studies
- Knowledge of statistical and other methods used in the analysis and projection of data
- Ability to communicate effectively to individuals and groups
- Ability to analyze information and make recommendations
- Plan and carry out research projects
- Prepare and present reports
- Strong analytical and inter-personal skills
- Ability to meet deadlines and perform well under pressure

WHO MAY APPLY:

Applications will be accepted from current State employees at the Research Program Specialist I level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

STATEMENT OF QUALIFICATIONS:

All interested candidates must submit a completed standard State of California application and a "Statement of Qualifications" in order to be considered for this position. The Statement of Qualifications is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications listed above. The Statement of Qualifications serves as documentation of each

10/19/12MS

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the Statement of Qualifications will be eliminated from the selection process.

APPLICATION PROCEDURE:

Send a completed standard State of California application and a "Statement of Qualifications" to Maria Scriven, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Research Program Specialist I #413-101-5742-XXX" on the State application.** For additional information, please contact 916-492-3309 or maria.scriven@insurance.ca.gov.

FINAL FILING DATE: **Friday, November 2, 2012 – Close of Business**

NOTE: Interested individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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